

CAREER OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DEPARTMENT:	Financial Information System for California (FI\$Cal)	RELEASE DATE:	June 16, 2015
CLASSIFICATION:	Staff Information Systems Analyst (Specialist)	FINAL FILING DATE:	Until Filled
TENURE/TIME BASE: CBID:	24 Month Limited Term/FT R01	POSITION NUMBER(S):	333-250-1312-003
SALARY RANGE:	\$5,166 - \$6,793 Per Month	TEAM(S):	Project Management Office

DOING WHAT IS BEST FOR THE FUTURE OF CALIFORNIA'S FINANCIAL ENTERPRISE!

Looking for a change? Do you want to make a real difference? Join the team responsible for changing financial management in the State of California.

The Financial Information System for California (FI\$Cal) is a historic partnership of the Department of Finance, the State Treasurer's Office, the State Controller's Office, and the Department of General Services — to transform the existing budgeting, accounting, procurement, and cash management systems to optimize the financial business management of the State. FI\$Cal will allow the State to operate as a single enterprise for the first time in history.

Join FI\$Cal. With a passion for implementing change and vision for enterprise-wide thinking, you will take a leading role in achieving our goal to bring enterprise resource planning tools and statewide process improvement to the State of California.

THE FI\$Cal PROJECT IS SEEKING MOTIVATED CANDIDATES WITH THE FOLLOWING CHARACTERISTICS:

- ✧ Ability to exercise a high degree of initiative, independence of action, and originality;
- ✧ Ability to learn rapidly, follow directions, and communicate effectively with others;
- ✧ Ability to work unscheduled excess hours if needed to achieve Project goals;
- ✧ Ability to maintain regular, consistent, and predictable attendance.

Candidates must also:

- ✧ Demonstrate good judgment, tact, initiative, and diplomacy;
- ✧ Be highly adaptable – and have the ability to adjust to multiple, changing priorities requiring quick turnaround;
- ✧ Be able to work in a matrix team environment, collaboratively and cooperatively with staff from multiple departments and agencies, and numerous vendors.

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DUTIES: Under the general supervision of the Project Management Office (PMO) Schedule & Resource Unit Manager (Data Process Manager III) and working as a member of the multidisciplinary project team. The incumbent serves as an advanced technical specialist performing complex tasks involving the development, implementation, maintenance, and monitoring of multiple interdependent project schedules. The Staff Information Systems Analyst works collaboratively with Project Managers to develop and maintain their respective schedule activities. The incumbent supports the PMO Schedule and Resource Management Unit. The incumbent provides back-up, as necessary, to ensure continuity of project activities.

REQUIRED SKILL SETS

- Working knowledge of the Information Technology (IT) System Development Life Cycle and information technology best practices.
- Ability to identify, analyze, and configure software tools to meet project business needs.
- Application of critical thinking in support of complex IT projects.
- Identify and solve problems, reason logically, and draw valid conclusions.
- As a project leader, effectively communicate status (oral and written), gain team consensus, and elevate risks and issues appropriately to successfully complete assigned tasks.

DESIRABLE QUALIFICATIONS

- Currently performing project schedule management
- Has a minimum of six months experience developing and maintaining project schedules using Microsoft Project
- Has a minimum of six months experience working on a large state IT project
- Has a minimum of six months experience performing administration and configuration of Microsoft Project Server
- Has a minimum of six months experience interacting with stakeholders or customers at all levels of an organization
- Microsoft Project certification desired
- Ability to advise project managers on planning, and monitoring and controlling multiple interdependent schedules
- Ability to provide schedule advisement and support to Project Managers in planning, monitoring, and controlling multiple interdependent project schedules
- Ability to document schedule assumptions and advise management of risks that may affect project schedules and stakeholder expectations
- Ability to perform detailed variance analysis of schedule performance and resource utilization, including "what if" scenarios and critical path analysis to help keep projects on track
- Ability to manage multiple priorities requiring quick turnaround deadlines
- Ability to implement and maintain complex project schedules and resource utilization metrics using advanced schedule and portfolio management systems such as Microsoft Project Server
- Ability to provide proactive customer service to diverse stakeholders
- Ability to exercise a high degree of initiative, independence of action, and originality
- Ability to easily adapt to changing priorities
- Ability to maintain regular, consistent, and predictable attendance
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work
- Ability to learn rapidly, follow directions, and communicate effectively with others
- Ability to write effectively, analyze written and numerical data accurately, and make concise oral presentations
- Dedication and willingness to work excess hours to achieve project schedule requirements
- Demonstrate good judgment, tact, initiative, and diplomacy

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- Thorough knowledge and strong experience using all of the following: Microsoft Word, Microsoft Project, Excel, and PowerPoint
- Knowledge of or experience implementing industry standard schedule management methodologies, e.g. PMBOK, CA-PMM

WHO MAY APPLY: Current State employees at the Staff Information Systems Analyst (Specialist) level, those within transfer range, or individuals who have list eligibility.

Please write “**RPA # F14-128 / Position #333-250-1312-003**” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected. This position may become permanent.

The selected candidate considered for the advertised position may be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

APPLICATIONS SUBMITTED VIA EMAIL OR FACSIMILE WILL NOT BE ACCEPTED.

LOCATION OF WORK: Positions are headquartered at the FI\$Cal Project which is currently located at 2000 Evergreen Street, Sacramento, CA. This location has **free parking!**

SEND APPLICATION AND RESUME TO:

FI\$Cal Project

Human Resource Office

2000 Evergreen Street, Ste. 120

Sacramento, CA 95815

Telephone: (916) 576-5240

TDD*: (916) 324-6547

ADDITIONAL INFORMATION: For general information about the FI\$Cal Project, visit:
<http://www.fiscal.ca.gov>

APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE SCHEDULED FOR INTERVIEWS. ALL APPOINTMENTS ARE SUBJECT TO APPLICABLE PERSONNEL RULES.

California relay (telephone) service for the deaf and hearing impaired

From TDD* phones: (800) 735-2929 From Voice phones: (800) 735-2922

*TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.